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16 JAN 1958

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MEMORANDUM FOR: Deputy Comptroller

FROM : Special Committee Established to Investigate Delays in Processing Air Force Vouchers for Payment.

SUBJECT : Procedural and Billing Changes Made to Expedite Payment of Air Force Vouchers.

REFERENCES : (a) Memorandum dated 19 August 1957, from the Deputy Director of Budget, U.S. Air Force, to the Comptroller, CIA, Subject - Time Spent by CIA for Review and Payment of Air Force Reimbursement Vouchers.

(b) Memorandum dated 24 September 1957, from a Special Committee to the Deputy Comptroller, Subject - Report on Reasons for Delays in Paying Air Force Vouchers Together with Suggested Procedural Changes.

1. Subsequent to the submittal of reference (b) report by the undersigned committee members, the following has been accomplished which should materially facilitate the expeditious payment of Air Force vouchers in particular and also vouchers of other Department of Defense components to some degree:

a. In response to suggestions made by the undersigned and the Assistant Comptroller, the Air Force will hereafter submit separate vouchers each quarter to cover each of the following five general types of services:

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(5) Supplies, equipment, and miscellaneous services furnished overseas.

b. The confusion and misunderstanding which existed generally in the Agency relative to transportation of things has been greatly clarified and the processing of transportation of things vouchers simplified as much as possible by:

(1) Meetings and discussions with representatives of the Office of Logistics, Office of Personnel and confidential funds allottees, and the Assistant Comptroller.

(2) Issuance, at our request, of a book dispatch dated 15 January 1958, to all field stations by Transportation Division, Office of Logistics, outlining the shipping information and documents which must be forwarded to headquarters for all shipments of household goods, personal effects, baggage, automobiles, and government owned property to this country which are to be paid by headquarters from Agency funds.

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2. The processing and payment of Air Force and other Department of Defense expenditure vouchers will be further expedited after proposed [] has been coordinated and published, as one of the provisions of the proposed handbook is that such vouchers be processed for payment without sending them to the confidential funds allottees for further approval in those cases where the allottees have previously authorized the establishment of obligations to cover such expenditures.

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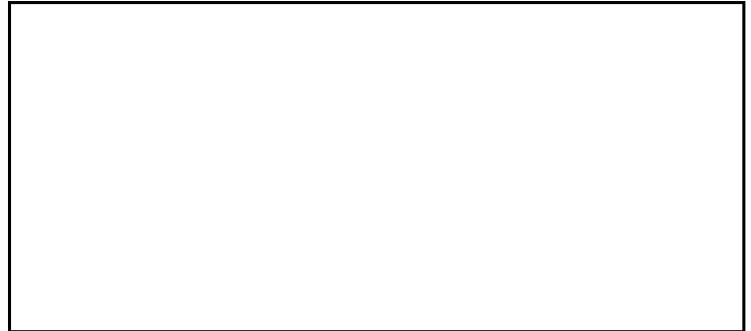
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3. All Air Force vouchers received before 23 December 1957 have been paid, with the exception of one voucher on which [] has contested the charges and is temporarily withholding approval. Several of the vouchers received after 23 December 1957, have also been paid. It is our opinion that, after all of the above-mentioned changes have been made effective, Air Force vouchers will usually be paid within 5 to 30 days after their receipt.

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CONCUR:

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Chief, Technical Accounting Staff

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